

# **Pre-Bid Conference**

PROJECT: Northern Virginia Training Center  
Life Safety Code Renovations  
Buildings 5 & 8  
Project Code: 720-17596-015

OWNER: Commonwealth of Virginia  
Department of Mental Health, Mental Retardation and Substance  
Abuse Services

LOCATION: Northern Virginia Training Center  
9901 Braddock Road  
Fairfax, VA

DATE/TIME: December 18, 2008 at 1:00 p.m.

PURPOSE: Pre-Bid Meeting/Project Review

OWNER'S REP: Dr. Richard B. Fisher  
Department of Mental Health, Mental Retardation and Substance  
(804) 371-0310

A/E Firm: Norman Downey, P.E.  
Wiley & Wilson, Inc.  
(804) 254-7242

RECORD OF ATTENDEES: All attendees are required to sign the Pre-Bid Conference "Registration Form" sign in sheet no later than 1:00 p.m. The attendance list is attached to these minutes.

## **AGENDA DISCUSSION ITEMS:**

### **INVITATION TO BID/BID FORM**

- Sealed Bids received by 2:00 p.m. on Wednesday, January 7, 2008 at the address listed in IFB.
- Bids will be opened at 2:00 p.m. on Thursday, January 8, 2008 at the same location identified in the IFB.

### **INSTRUCTIONS TO BIDDERS**

- **eVA Business Vendor Registration:** All bidders must be registered prior to award.

- **SWAM Certification, Supplemental General Conditions:** Contractors are required to submit qualifications for DMBE within 30 days of Notice of Intent to Award the contract.
- **Conditions at the site.** If prospective bidders wish to re-visit the areas of the proposed work after today, they should contact Mr. Tom Israel, (703) 323-4075 to arrange follow-up visit.
- **Bid Guarantee** of 5% is REQUIRED. Successful bidder will be required to submit Performance Bond & Standard Labor and Material Payment Bond regardless of contract amount.
- **Preparation and Submission of Bids:** Bidders must have a valid Virginia Contractor License No. to qualify as a bidder.
- **Receipt of Bids: Factors to take into account so your bid is on time:**
  1. Security: Allow time for check-in at security desk.
  2. Location: Allow time for parking and delivery of your bid.
  3. Bid Officer must have bids in hand by date and time or they will be marked late and shall not be considered.
- **Building Permits:** Will be obtained by Owner. All other permits are the responsibility of Contractor.

#### PRE-BID QUESTION FORM

- All written questions must be submitted on the Pre-Bid Question form and faxed to Mr. Norman Downey at (804) 254-7257. Prebid questions will be accepted up to Monday, December 29, 2008 at 2:00 p.m. Prebid questions received after this date and time will not be answered.
- If responses are in the Contract Document, the questions and responses will not be included in the Addendum.

#### BID FORM

- The time of completion schedule shall be as follows and shall commence as of the Notice to Proceed by the DMHMRSAS:
  - 30 days allowance for shop drawing submittals.
  - 90 days for substantial completion of Building 5.
  - 14 days for relocation of the NVTC clients.
  - 90 Days for substantial completion of Building 8.

- Sequence of Construction
  - Allow for two week move-in move-out period transition.
- Final Completion within 30 days after the date of Substantial completion.
- Bid Form shall be filled out completely and signed and dated.
- GENERAL CONDITIONS DGS-30-54 (CO-7) 10/05 Edition (including the Supplement to the General Conditions of the construction contract G.S. Form E & B CO-7) applies to this project.

#### REVIEW SPECIFICATION DIVISIONS

- Bidders shall carefully review all of the technical sections of the project manual.
- Access to work is limited to the work schedule of the facility.
- Contractor furnished temporary construction facilities will be allowed within the fenced area on-site.
  1. Water – Will be furnished by the Owner.
  2. Electricity - Will be furnished by the Owner.
  3. Sanitary - Will be furnished by the Contractor.

#### QUESTION AND ANSWER PERIOD

- Pre-Bid question period ends December 29, 2008 at 2:00 p.m.
- Responses to questions that may impact the scope of work and / or a bid price proposal must be made in an Addendum to the Bidding Documents. Responses that only involve finding information that is already in the Bidding Documents may be made verbally during this Q&A period.
- An addendum will be issued that will include these meeting minutes, any questions from the Pre-Bid Question form, a copy of the attendee sign-in sheet and document changes.
- The general contractor selected for this project will be responsible for the management of the fire alarm system, security system and fiber optics system installations and will include the subcontractor price of \$344,712 plus all general and administrative costs associated with the management of these subcontractors. In addition, installation of the sprinkler system and controls will be in progress during this time and will be completed by separate contract.

## VISIT TO THE AREAS OF THE PROPOSED WORK

- The proposed construction areas for Building 5 were open for inspection by the contractors attending the prebid conference. Building 8 is similar.

Attachments:

Contractor's attendance list.

Bid Form (Revised)